

**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP)
SCHOOL REGISTRATION FORMS CHECKLIST
2015-16 SCHOOL YEAR**

Please complete the following checklist and return this sheet along with the forms listed below by February 2, 2015. The following forms must be completed accurately and received by DPI no later than 4:30 p.m. on February 2, 2015, in order for a private school to participate in the PSCP during the 2015-16 school year.

1. Notice of School's Intent to Participate:

- _____ "General Information Section" is filled out completely and legibly.
- _____ The choice administrator has included an alternate address other than the school's address.
- _____ "Agreement/Signatures Section" is completed by administrator indicating the administrator agrees that compliance with program requirements constitutes a condition of receipt of funding under the program.
- _____ The open application periods the school will participate in during the 2015-16 school year are clearly marked. Please remember no changes to the selected open applications periods will be allowed after February 2, 2015.
- _____ "2015-16 School Year Estimates Section" is completed correctly. The total in Column E "All Students" equals the sum of columns A-D.

2. Random Selection Plan:

- _____ The voluntary agreement on random selection process is signed and dated, **or**
- _____ The school has submitted its own random selection plan for review and approval by the state superintendent.

3. Student Rights Letter:

- _____ The student rights letter from the state superintendent is signed and dated.

-----CONTINUED ON NEXT PAGE-----

4. Auditor Fee:

_____ The Auditor Fee Form is completed and the form along with a cashier's check made payable to the Department of Public Instruction in the amount of \$740 has been mailed to the DPI Business Office at the address listed on the auditor fee form.

5. Student Application Designee Authorization Form:

_____ The designee authorization form is completed, if the school intends to allow anyone other than the choice administrator to sign and verify student applications and use the on-line student application system.

OR

_____ The designee authorization form is not completed because only the choice administrator is authorized to sign and verify student applications and use the on-line student application program.

_____ Continuing Schools Only: There are no modifications to the designee authorization form that was submitted last year. The current designees will remain effective for the 2015-16 school year.

6. Hours of Instruction Report:

New Schools:

_____ The Hours of Instruction Report is complete and signed.

_____ The school meets the required hours of instruction.

Continuing Schools Only: Hours of Instruction Report is due May 1, 2015

Please complete and return this sheet along with the forms listed by February 2, 2015